

DEPARTMENT OF HEALTH AND HUMAN SERVICE
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE

Refer to: OSM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 93-05

AUTHORIZED USE OF GOVERNMENT TELEPHONES

Sec.

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1. **PURPOSE.** The purpose of this circular is to establish policy and procedures for the use of the Government telephone system by Albuquerque Area Indian Health Service (AAIHS) employees.
2. **POLICY.** It shall be the policy of AAIHS to ensure compliance with the authorized use of Government telephone systems as established in this circular.
3. **RESPONSIBILITIES.** All employees of the AAIHS are responsible for compliance with the policies and procedures in this circular. Supervisors are responsible for the proper management of telephone usage within their jurisdiction.
4. **PROCEDURES.** The following procedures will be utilized by all AAIHS employees in the use of the Government telephone system.
 - A. **The use of Government telephone systems (including calls over commercial systems which will be paid for by the Government) shall be limited to the conduct of official business.**

Such official business calls may include emergency calls and calls which the agency determines are necessary in the interest of the Government. No other calls may be placed, except in circumstances identified in paragraphs B, C and D of this section, even if the employee's intention is to reimburse the Government for the cost of the call.

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B. Authorized Usage.

The use of Government telephone system may properly be authorized as being necessary in the interest of the Government if such use complies with the following criteria:

- (1) It does not adversely affect the performance of official duties by the employee or the employee's organization.
- (2) It is of reasonable duration and frequency.
- (3) It reasonably could not have been made at another time.

C. Example of circumstances that may constitute authorized use (when consistent with the criteria stated above in paragraph B of this section) are set forth in the following:

- (1) Calls to notify family or doctor if an employee is injured on the job or becomes sick at work.
- (2) An employee traveling on Government business is delayed due to official business or transportation delay, and calls to notify family of a schedule change.
- (3) An employee is required to work overtime without advance notice and calls within the local commuting area (the area from which the employee regularly commutes) to advise his/her family of the change in schedule or to make alternate transportation or child care arrangements.
- (4) An employee makes a brief daily phone call to locations within the local commuting area to speak to spouse or minor children (or those responsible for them, e.g, school or day-care center).
- (5) An employee makes brief calls to locations within the local commuting area that can be reached only during working hours, such as a local government agency or physician.
- (6) An employee makes brief calls to locations within the local commuting area to arrange for emergency repairs to his/her residence or automobile.

D. Telephone Calls Home While in Travel Status - CONUS

- (1) An employee traveling away from his/her official duty location for more than one night on Government business in the United States may make a brief call to his/her residence up to an average of one call per day, not to exceed an average of \$3.00 per day.

"Brief Call" is defined in dollars and not minutes, the dollar limitation on phone calls to an employees residence (residence from where he/she commutes daily) will be limited to \$3.00.

- (2) When the use of a commercial network is necessary, travelers may be reimbursed for brief calls to their residence up to an average of one call per day, not to exceed an average of \$3.00 per day. In averaging the allowable number and cost of calls per day an employee on a trip for five days could:
 - (a) Make up to five calls. This could be one call per day or three calls one day and two on another day.
 - (b) Be reimbursed up to \$15.00. This could be for five calls costing \$3.00 each or one call costing \$15.00.
- (3) An employee making a call to their residence, the following order of preference must be followed unless prevented by circumstances or time zone differences:
 - (a) The Federal Telecommunications System (FTS)
 - (b) Government-provided long distance telephone service, other than FTS; and
 - (c) A commercial network.

E. Long Distance Personal Calls.

Personal calls that must be made during working hours may be made over the commercial long distance network if the call is consistent with the criteria in paragraph B of this section and may include any of the following:

- (1) Charged to the employee's home phone number or other non-Government number (third number call).
- (2) Made to an 800 toll-free number.

(3) Charged to the called party if a non-Government number (collect call).

(4) Charged to a personal telephone credit card.

F. Abuse by Employees.

AAIHS employees should be particularly sensitive to the use of Government telephone systems under the conditions outlined in this circular. If possible, such calls should be made during lunch, break, or other off-duty periods. Abuse of Government telephone systems including abuse of the privileges may result in disciplinary action. Violation of these provision are subject to the penalties found in 45 CFR 73.735-1201.

G. Prohibitions.

The following practices set forth in this section are prohibited. Willful violations by AAIHS employees may result in criminal, civil or administrative action, including suspension or dismissal. (Reference: 5 CFR 735.205.)

- (1) Use of Government telephone system for other than official business, except emergency calls and calls which the agency determines are necessary in the interest of the Government as set forth in paragraph A of this section.
- (2) Use of any Government telephone system for calls permitted in paragraphs B and E of this section that significantly interferes with the conduct of official Government business.
- (3) Making an authorized telephone call with the intent to later reimburse the Government.
- (4) Listening-in or recording of telephone conversations except as specified by Subpart 201-38.007.5 of the FIRM.

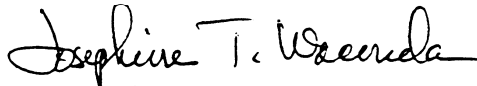
5. REFERENCES.

5 CFR 735.205
45 CFR Part 5, "Freedom of Information Act"
45 CFR Part 5b, the "Privacy Act" of 1974
45 CFR 73.735-1201, "Disciplinary Action".
40 U.S.C. 486(c) and 751(f)

FIRMR Bulletin 13.
FIRMR Subpart 201-21.6
Subpart 73.735-304, DHHS Standards of Conduct
Public Law 101-520.
40 U.S.C. 486 (c) and 751 (f).

6. EFFECTIVE DATE.

This circular is effective upon date of signature and shall remain in effect until cancelled or superseded.

A handwritten signature in cursive script, reading "Josephine T. Waconda".

Josephine T. Waconda
Assistant Surgeon General
Area Director
Albuquerque Area Indian Health Service